2011

ALHOSN University
IT Department

Students Online Por
Home
Contact Us
Login
Password:
Username:
ALHOSN UNIVERSITY
جامعة الحصن
Welcome Guest
Welcome To ALHOSN Students Online Portal
Online Application
Admission Result
Academic Calender
Academic Programs
ALHOSN University Online Portal
ALHOSN University Online Registration
* Welcome to ALHOSN University academic portal, in this section, you'll be able to ad
admission and manage you academic standing as University student....
* Registration is the process of selecting courses, reserving space in those courses
schedule, and paying fees. A student is not officially enrolled until fees are paid.
* Registration begins with your academic advisor. If you do not know who your a
you do not have an advisor, contact your faculty or department. Your advisor w
complete the ONLINE Registration.
Admission Re
Click here to find
accepted to stud
Continue
Online Application
Click here to apply to be a student at ALHOSN
University.
Continue
Academic Services
Academic Programs
Click here to find out about all the Academic
Programs available this semester
Academic Calender
Click here to find out all the imp
and deadlines fo

[STUDENT ONLINE PORTAL USER MANUAL]

Revision History

#	Version	Author	Version Comment
1	1.0A	Mohamed Sobhi haggag ragheb toubar (Software Engineering Department)	Initial Document
2	1.0B	Salma Moh'D Ikbarieh (Industrial Engineering Department)	Document Revision, Minor Modifications, Added Table of Content
3	1.0	Mohamed Farouk	Final Revision, Added Revision History.

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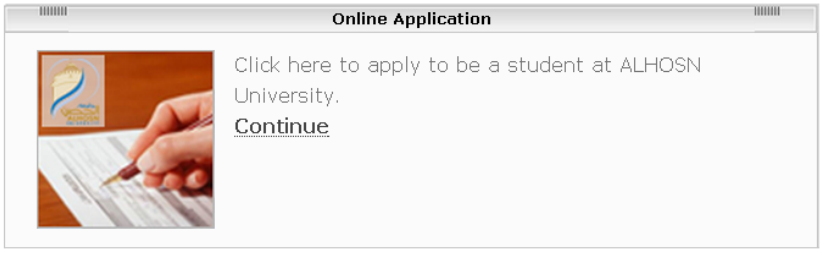
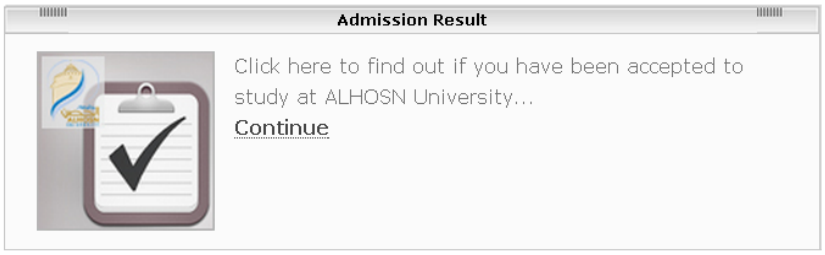
Introduction:

Welcome to the "Student Online Portal", here you have many options.

1. You can return to this page by clicking on Home which is in the upper right corner.
2. By clicking on Contact Us, you can get the contact information of ALHOSN University staff member.
3. Also you can go to ALHOSN University Website homepage by clicking on ALHOSN.
4. If you want to join ALHOSN University as a new student click **Continue** in the "Online Application" box.



5. To check if your application has been accepted click **continue** in the "Admission Result" box.



6. To get details about the academic year, Admission, Add and drop, Exams date... etc; go to "Academic Calendar".

7. You can find out the courses which offered this semester, and get details about the schedule – class times, sections, Instructors...etc, by clicking on **Continue** below the shown picture in the “Academic Services (Offered Courses)" box.

8. To login you need to enter your user name (usually it's your ID), and your password (by default it's your date of birth DD/MM/Year).

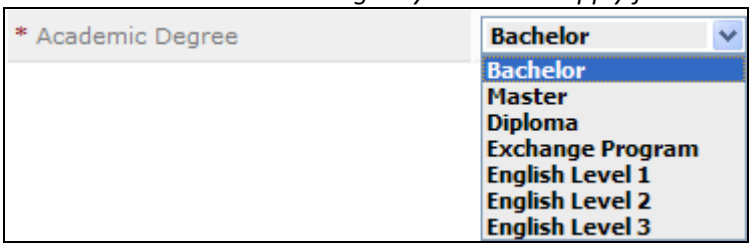
Online Application:

Here you can apply to be student at ALHOSN University online; all what you need is to fill this "Online Application".

STEP 1:

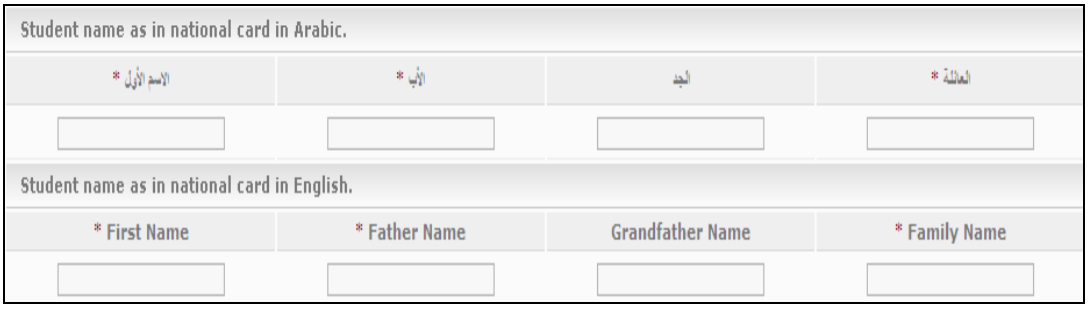
1. Academic Information:

Choose the Academic Degree you want to apply for.



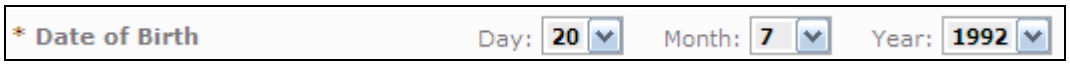
2. Personal Information:

a. *Fill your name in Arabic and English as in the national card.*



b. *Choose password and confirm it, you will be required to enter it when you check the Admission Result.*

c. *Select your Date of Birth.*



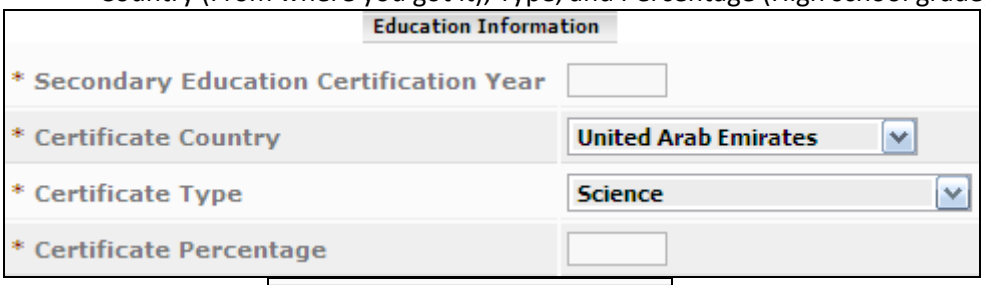
d. Select your Nationality.

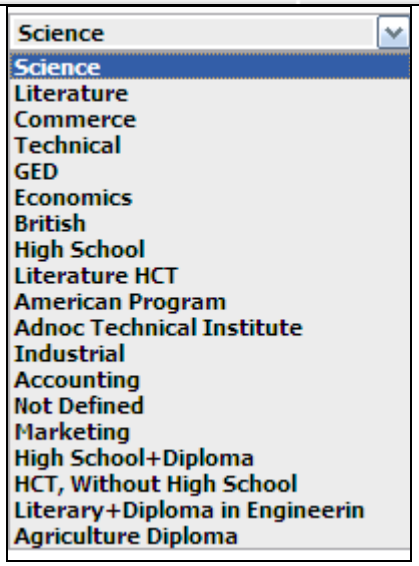
e. Select your "Material Status" and your "Gender".

f. Select whether you are transferring student or not. (Transferring from other University or not).

3. Education Information:

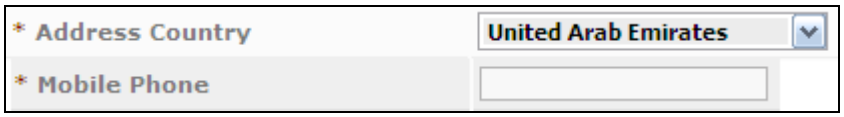
Enter your Secondary Education Certification Year (When did you get it), Country (From where you got it), Type, and Percentage (High school grade).





4. Address Information:

Select your Country, and insert your mobile phone.



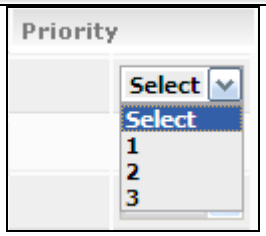
ⓘ **NOTE: OTHER INFORMATION IS OPTIONAL.**

After you finish the required fields click to move to the next step.

STEP 2:

Select the major you prefer, and the semester that you want to start in [1-Fall, 2-Spring, and 3-Summer].

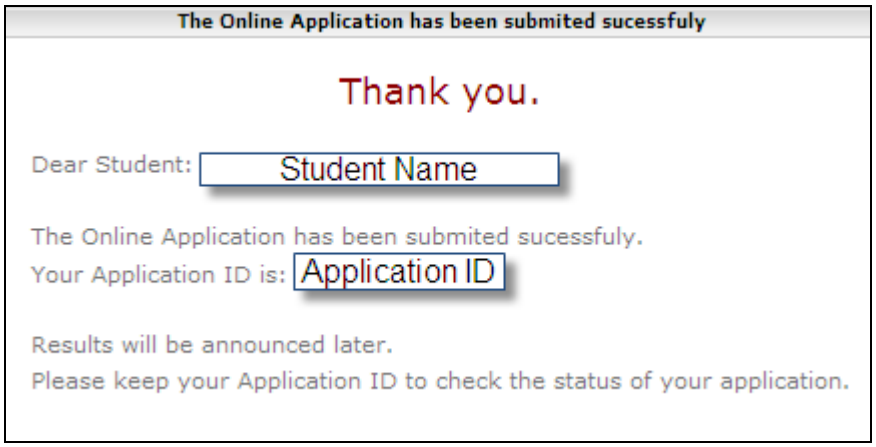
Faculty of Engineering and Applied Science [Hide Faculty Majors]
1 Bachelor - Architectural Engineering - Bachelor - Full time
2 Bachelor - Civil Engineering - Bachelor - Full time
3 BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING - Bachelor - Full time
4 BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING - Bachelor - Full time
5 BACHELOR OF SCIENCE IN URBAN PLANNING - Bachelor - Full time
6 Bachelor-Interior Design - Bachelor - Full time



After you choose the major and the priority click to move to the last step.

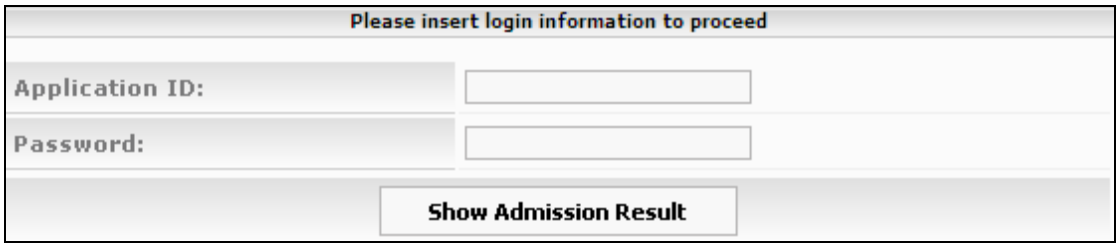
STEP 3:

A message will appear to tell you, your application is submitted successfully
You should keep your application ID, because you will need it to check your application state.

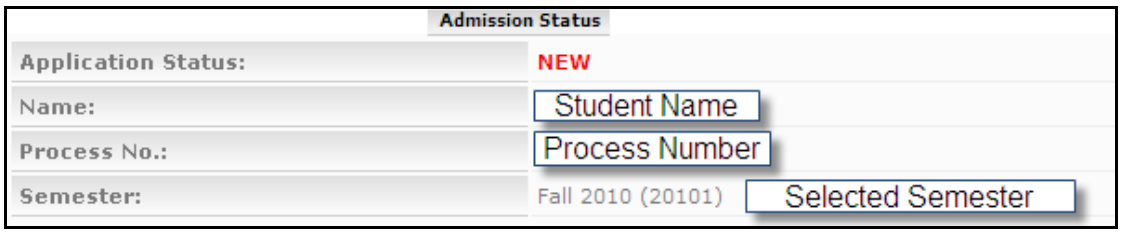

The Online Application has been submited sucessfuly
Thank you.
Dear Student:
Student Name
The Online Application has been submited sucessfuly.
Your Application ID is:
Application ID
Results will be announced later.
Please keep your Application ID to check the status of your application.

Admission Result:

Here you can check your application state, Enter your application ID (That you got after finish the application), and your password (That you choose while filling the application), and click "Show Admission Result".



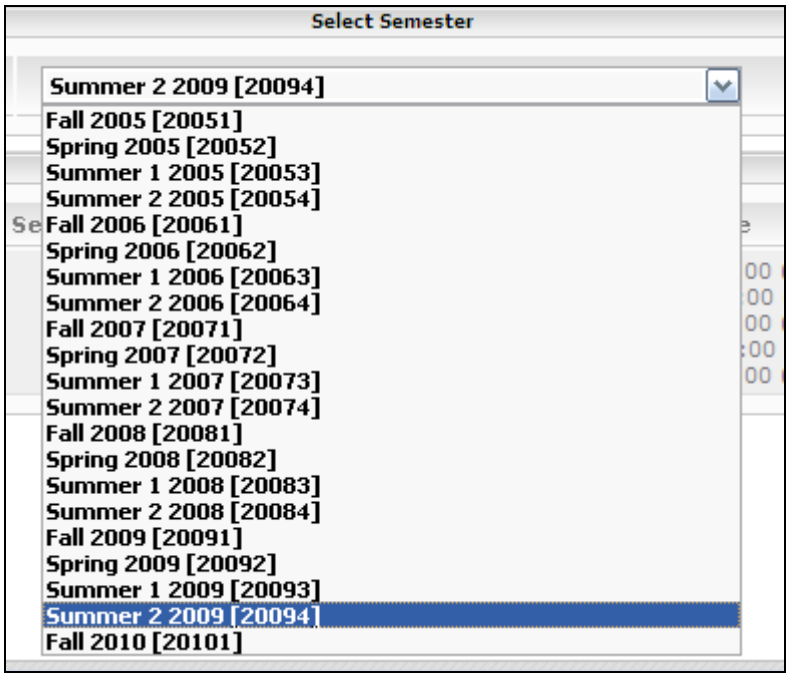
The admission result shows information about the application includes the application status, your name, the application ID, process number, and the semester that you select. Also it shows information about the major that you selected.



After the application is accepted the "Application Status" will change into "Accepted".

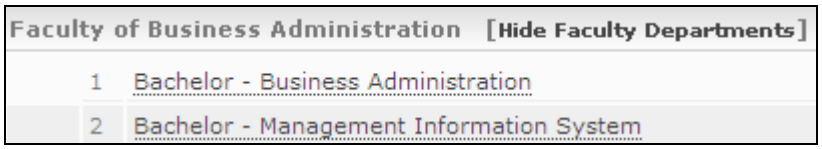
Academic Calendar:

Here you can get important information about the Academic Year.
Select the semester you want to view its details.

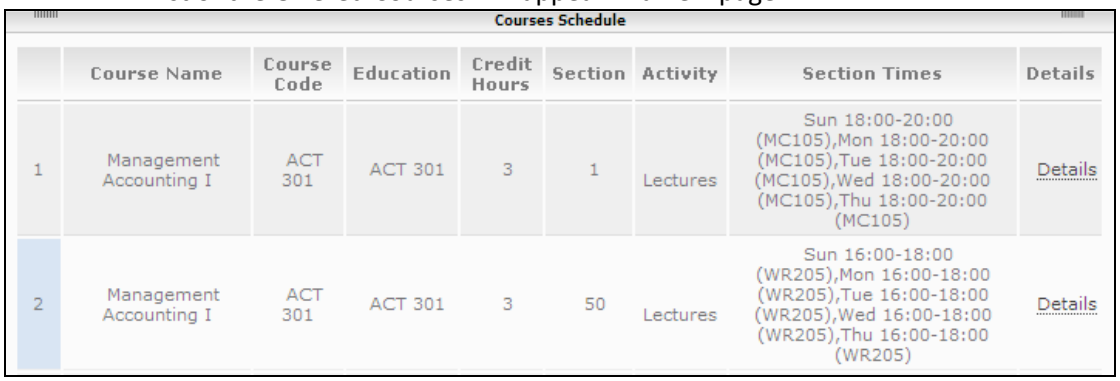


Offered Courses:

Here you can get Information about the offered courses in this semester, including information about the schedule, sections, instructors and classes.
For Example: "Business Administration"

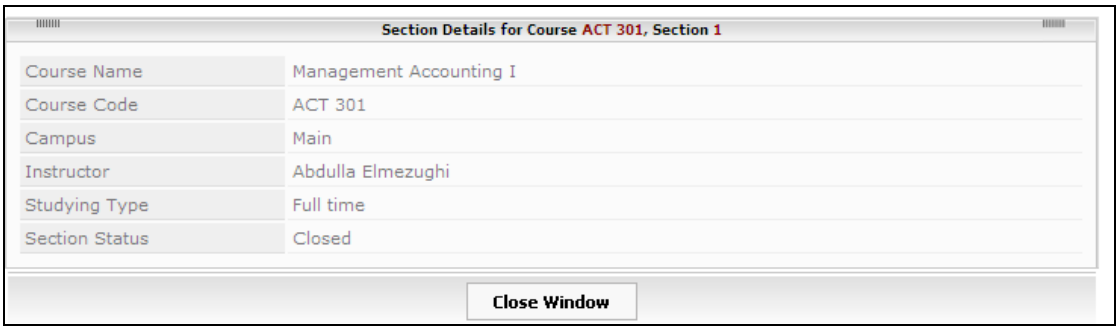

Faculty of Business Administration [Hide Faculty Departments]
1 Bachelor - Business Administration
2 Bachelor - Management Information System

1. List of the Offered Courses will appear in a new page.



	Course Name	Course Code	Education	Credit Hours	Section	Activity	Section Times	Details
1	Management Accounting I	ACT 301	ACT 301	3	1	Lectures	Sun 18:00-20:00 (MC105),Mon 18:00-20:00 (MC105),Tue 18:00-20:00 (MC105),Wed 18:00-20:00 (MC105),Thu 18:00-20:00 (MC105)	Details
2	Management Accounting I	ACT 301	ACT 301	3	50	Lectures	Sun 16:00-18:00 (WR205),Mon 16:00-18:00 (WR205),Tue 16:00-18:00 (WR205),Wed 16:00-18:00 (WR205),Thu 16:00-18:00 (WR205)	Details

2. You can get details about any course by clicking on "Details".



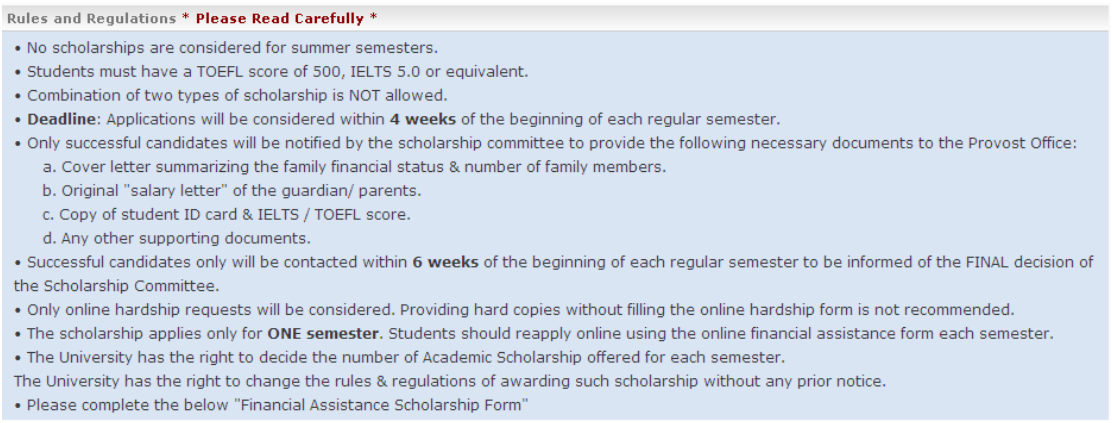
Scholarship Forms:

There are three forms of Scholarship:

I. Financial Assistance Scholarship:
II. Academic Scholarship
III. Secondary school Scholarship.

I. Financial Assistance Scholarship:

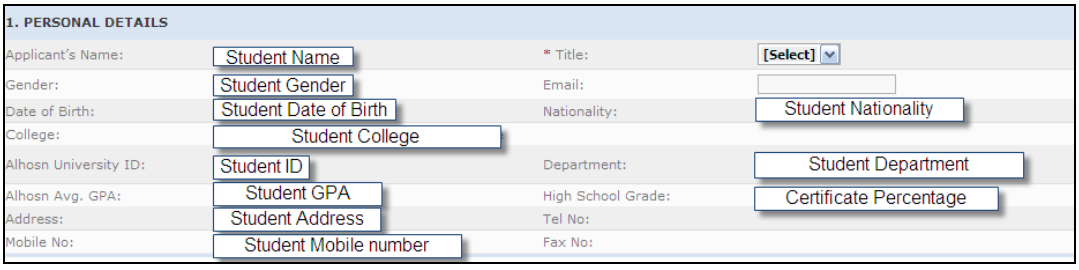
To apply for this Scholarship you must satisfy some rules.


Rules and Regulations * Please Read Carefully *
• No scholarships are considered for summer semesters.
• Students must have a TOEFL score of 500, IELTS 5.0 or equivalent.
• Combination of two types of scholarship is NOT allowed.
• Deadline: Applications will be considered within 4 weeks of the beginning of each regular semester.
• Only successful candidates will be notified by the scholarship committee to provide the following necessary documents to the Provost Office:
a. Cover letter summarizing the family financial status & number of family members.
b. Original "salary letter" of the guardian/ parents.
c. Copy of student ID card & IELTS / TOEFL score.
d. Any other supporting documents.
• Successful candidates only will be contacted within 6 weeks of the beginning of each regular semester to be informed of the FINAL decision of the Scholarship Committee.
• Only online hardship requests will be considered. Providing hard copies without filling the online hardship form is not recommended.
• The scholarship applies only for ONE semester. Students should reapply online using the online financial assistance form each semester.
• The University has the right to decide the number of Academic Scholarship offered for each semester.
The University has the right to change the rules & regulations of awarding such scholarship without any prior notice.
• Please complete the below "Financial Assistance Scholarship Form"

If these rules are applied on you, you can fill form.

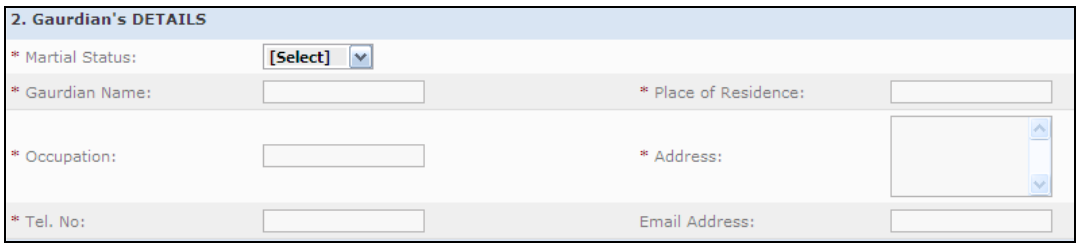
1. Personal Details:

Some Information about you is already provided.



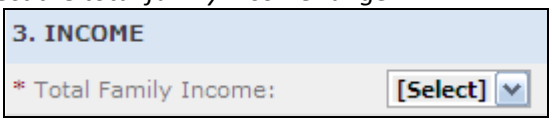
2. Guardian's Details:

Some Information about your guardian is required.



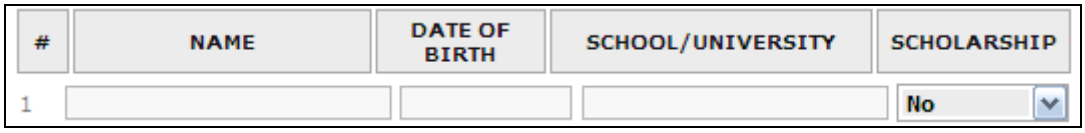
3. Income:

Select the total family income range.



If there are Dependents add them by clicking **Add Dependent**.

You have to Enter his/her Name, Date of Birth, School or University and if they have Scholarship or not.



After you finish click on **I read and accept Rules and Regulations. Submit Application** *to submit the Application.(New Windows will appear to tell you that the application is submitted successfully.)*

II. Academic Scholarship

Read the instruction carefully and if it's applied on you, you can see the following statement **I read and accept Rules and Regulations. Submit Application** Click it to apply in this Scholarship.

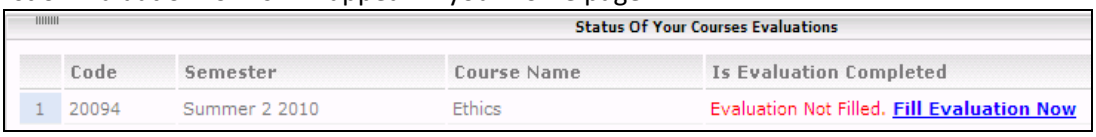
III. Secondary School Scholarship.

Read the instruction carefully and if it's applied on you, you can see the following statement **I read and accept Rules and Regulations. Submit Application** click it to apply in this Scholarship.

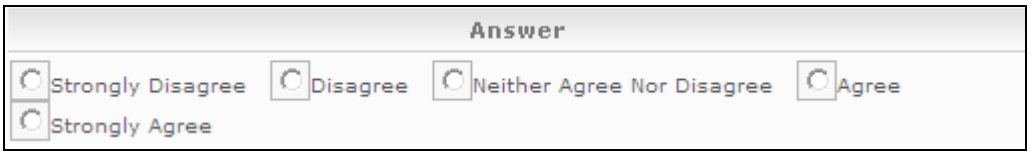
Evaluation:

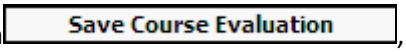
At the end of each semester you will be required to fill Evaluation form about the course(s) that you took in this semester.

List of Evaluation forms will appear in your home page.



Click on "Fill Evaluation Now", list of questions will appear answer it by choosing "Strongly Disagree, Disagree, Neither Agree Nor Disagree, Agree or Strongly Agree"



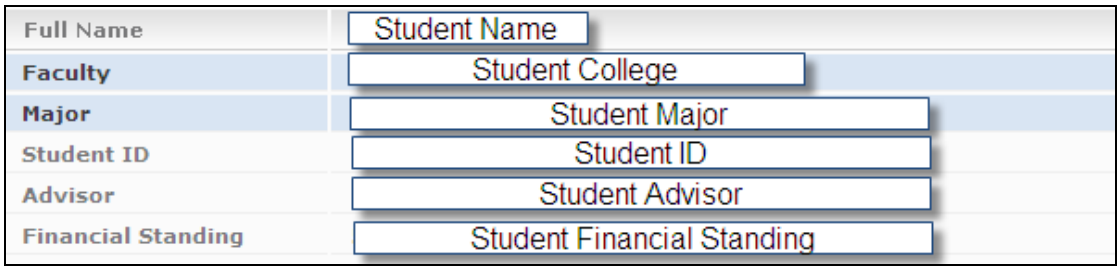
After you finish all the questions, click on 

, if you want to change the answers click on

.

This message will appear after saving the form:

In this page, Basic Information about student is provided, its include student name, student College, student major, student advisor and student financial standing.

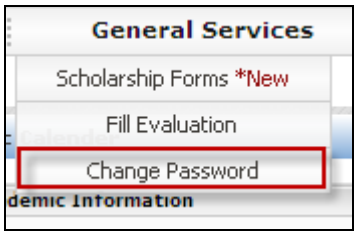


Also Information about student attendance in each course is provided.

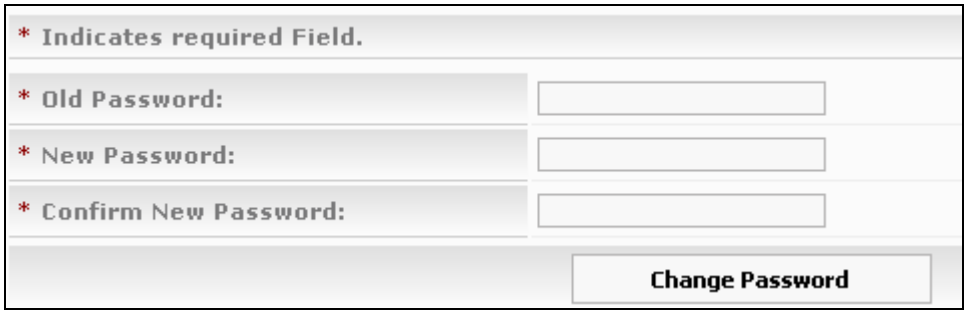
Change password:

You can change your "Online Portal" password (it's different from the password of computers login account).

From your home page (After you login), go to General Services then click on "Change Password".

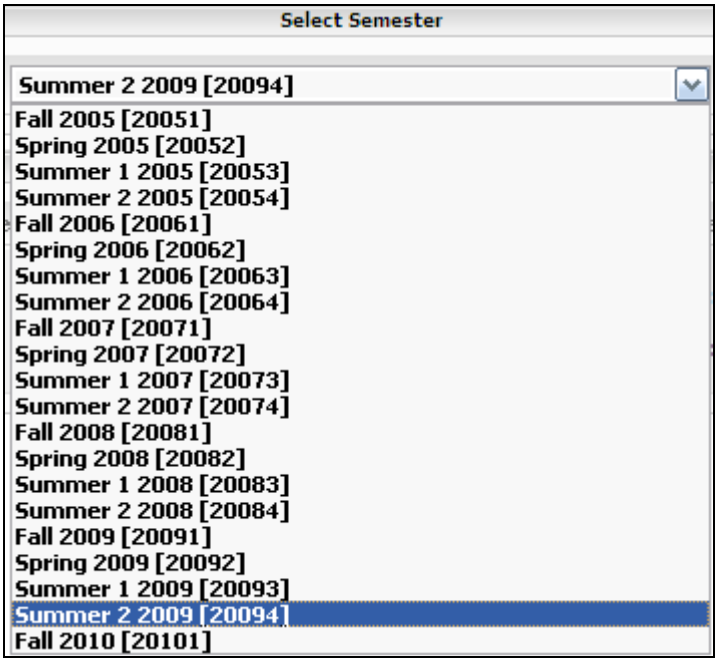


Enter your Old password then Choose new password and confirm it then click "Chang Password".



Student schedule:

Here you can view your course(s) schedule for any semester, it's it includes class times, sections and instructors.



Courses Results For Semester

	Course Code	Course Name	Sections	Activity	Credit Hours	Time	Teacher	Building
1	FAS 108	Ethics	1	Lectures	3	Sun 18:00-20:00 (MC20) Mon 18:00-20:00 (MC20) Tue 18:00-20:00 (MC20) Wed 18:00-20:00 (MC20) Thu 18:00-20:00 (MC20)	Dr.Jawad Ali	Male Building

Exam schedule:

You can view your exam schedule by clicking on “exam schedule” under the academic list. The schedule will show the exam time, the examination room, and the seat number.

Day	9:00-10:50
WEDNESDAY - 28/07/2010	• Ethics [FAS 108] • Group:1 • Room:MC102 Black(17) Section • Seat No: 10
THURSDAY - 29/07/2010	

Course(s) Result:

Here you can know your GPA in each semester and you cumulative GPA; also you can know your grade(s) in specific semester by clicking on the semester code.

	Code	Semester	Semester Grade
1	20082	Spring	
2	20083	Summer 1	
3	20084	Summer 2	
4	20091	Fall	
5	20092	Spring	
6	20093	Summer 1	
7	20094	Summer 2	

Semester Code

Semester Grade

	Course Code	Course Name	Considered Hours	Grade
1	FES 102	Calculus 1	3	
2	FAS 102	Communication Skills (Arabic)	3	
3	FAS 101	Communication Skills (English)	3	
4	FES 111	Programming I	3	

Student Grade

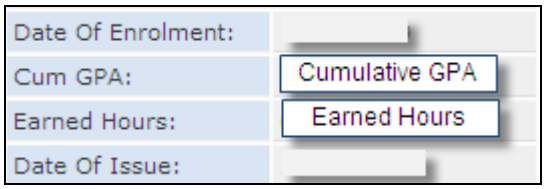
Cumulative Grade (GPA)
Cumulative GPA:

Student's Plan Details:

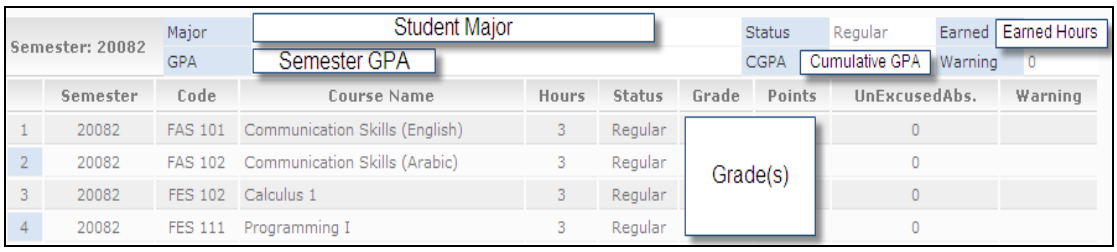
Here you can find list of all your courses, click on **All Plan Courses**.
Also click on **Passed Plan Courses** to view the courses you passed on.
You can view the remaining courses by clicking on **Remaining Plan Courses**.

Student Academic Details:

Here you can find your academic details; it includes your Cumulative GPA, your Earned Hours.



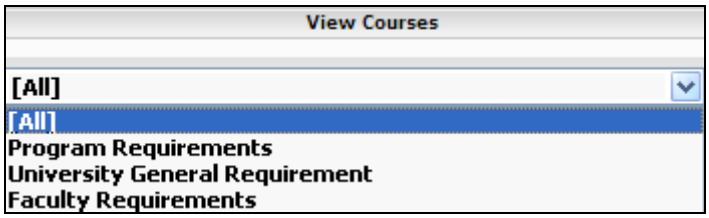
Also you can find details about each semester by clicking on
+ Expand All Semesters



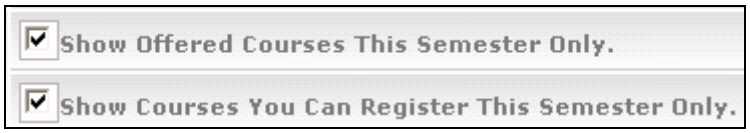
Online Registration:

Here you can view the offered course(s) on the current semester, register new course(s), drop course(s) your register in, and view a schedule of them.

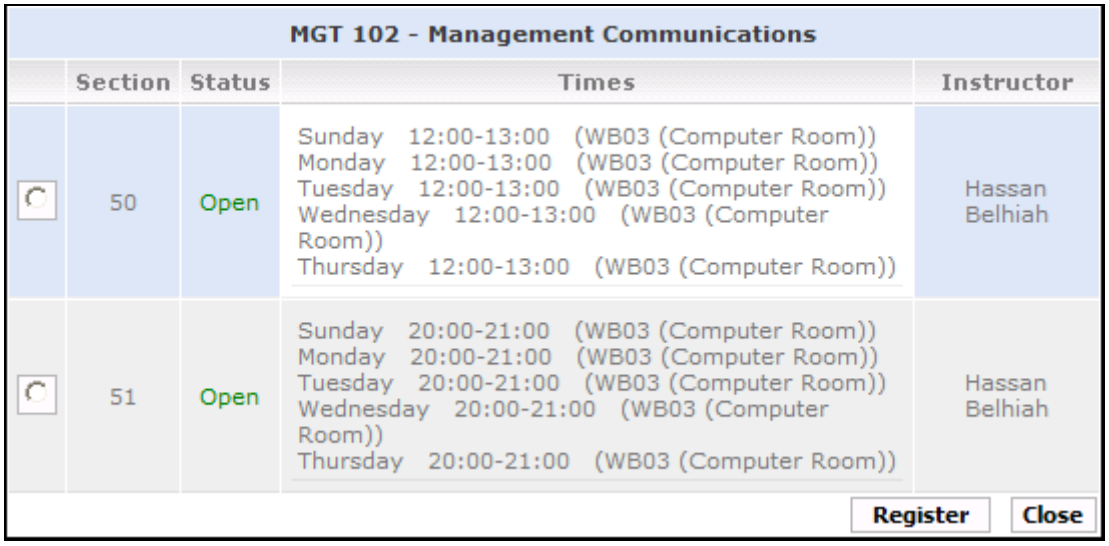
Click on **Register Courses** to choose the courses category you want to register in (Program Requirements, University General Requirement, Faculty Requirement).



To view the course that offered on the current semester and you can register on select these two options.

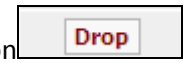


Click on Register Course next to the course(s) you want to register in, and then choose the section you prefer then click "Register".



After you finish registering In the course(s) you want, click on Back to Confirm and Drop Courses Page and then click Confirm Courses to confirm the registration.

To change the section click on 1 [Change Section] and select the alternative section then click “Change Section".

To drop course click on 

and click on

;make sure that you have confirmed the drop, otherwise the course(s) will not be dropped and that will cause man y problems for you in the future..

You can view the course time and the instructor by clicking on

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Academic Programs:

Here you can find information about the programs that available this semester and the course related to it.

Choose the Major by clicking on its title.

Faculty of Business Administration [Hide Faculty Majors]
1 Bachelor of Business Administration(International Economics)
2 Bachelor of Business Administration(International Business)
3 Bachelor of Business Administration in Accounting
4 BACHELOR OF MANAGEMENT INFORMATION SYSTEMS
5 MASTER OF BUSINESS ADMINISTRATION (FINANCE)

Details information about the major will appear include three category and the total hours in each category.

Click on details to view the courses related to each category.